

OFFICIAL MAIL MANAGERS COURSE

**DEPARTMENT OF THE NAVY
COMMANDING OFFICER
1ST BN 10TH MARINES
PSC BOX 20106
CAMP LEJEUNE NC 28542-0106**

**COMMANDING OFFICER
2ND ANGLICO
PSC BOX 20139
CAMP LEJEUNE NC 28542-0139**



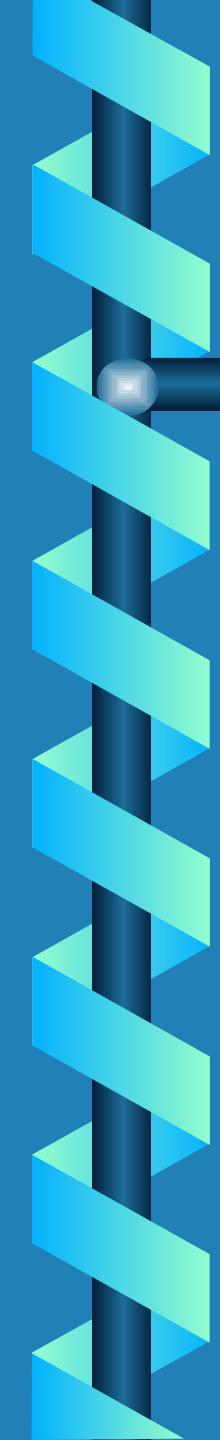
OFFICIAL MAIL MANAGERS COURSE

INSTALLATION OFFICIAL MAIL
MANAGER

CWO3 McCarty
451-2204

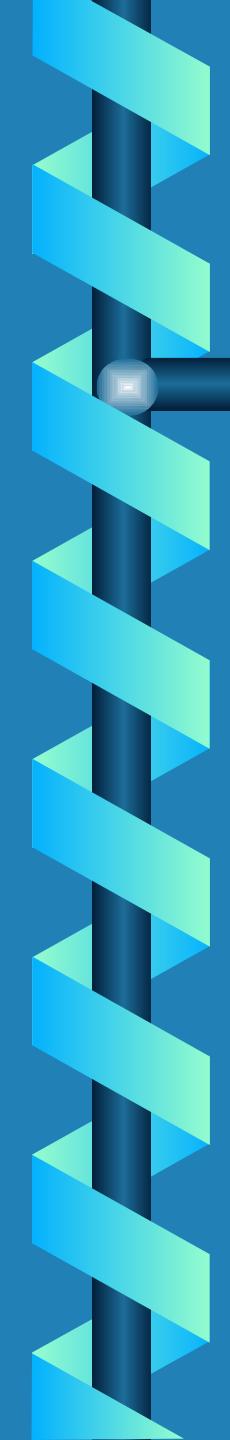
ASSISTANT INSTALLATION OFFICIAL
MAIL MANAGER

GYSGT Williams
451-1575/5553



TERMINAL LEARNING OBJECTIVE

- ✿ The student will be sufficiently versed in official mail regulations to satisfactorily perform the duties as the Unit Official Mail Manager.



ENABLING LEARNING OBJECTIVES





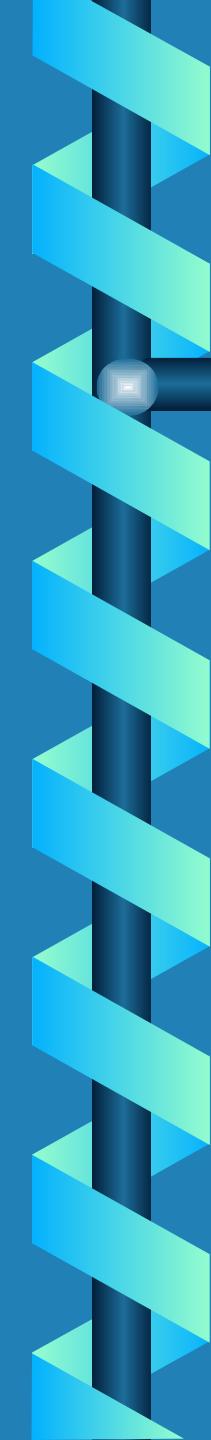
REQUIRED MANUALS

- ⦿ DOD 4525.8M - DOD OFFICIAL MAIL MANUAL
- └ MCO P5110.4 - MARINE CORPS OFFICIAL MAIL PROGRAM
- └ MCO 5110.5C - OFFICIAL MAIL ADDRESS LISTING FOR MARINE CORPS COMMANDS



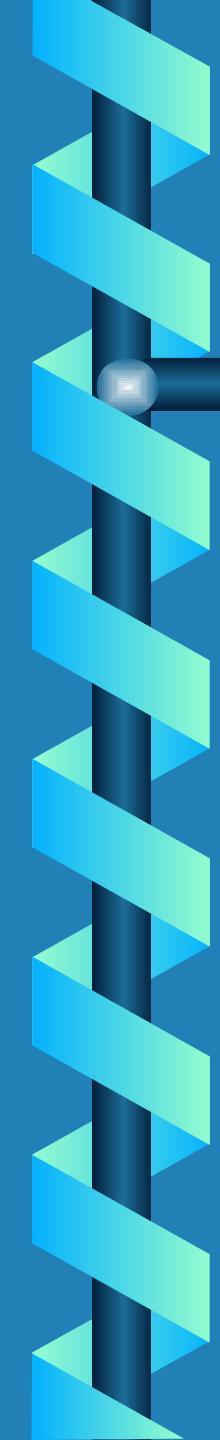
LESSON 1

OFFICIAL MAIL COST CONTROL PROGRAM



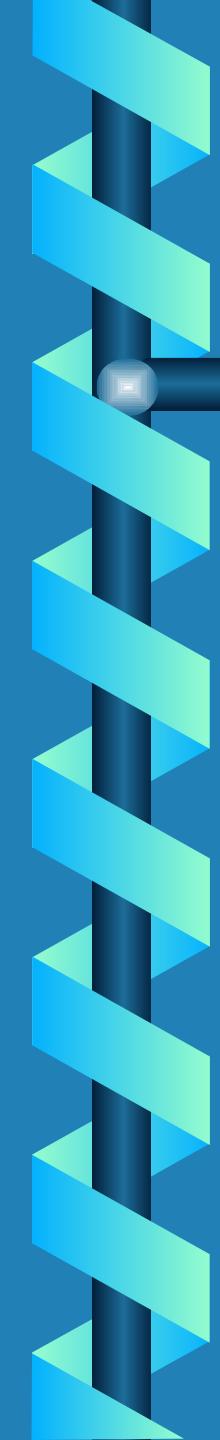
BACKGROUND

- ⦿ **Military Postal Service Agency (MPSA)**
Charged with overseeing all DoD Postal Operations
- Official Mail Cost Control Program (OMCCP)
Designed to control DoD official mail costs through proper and cost effective use of postal services and rates.
- Decentralization of Official Mail Costs 1992 DoD directed each installation to assume responsibility for tracking and paying its own official mail costs.



OMCCP POLICIES

- ⦿ Matter not required to be shipped by the USPS shall be shipped by the most cost effective carrier meeting the RDD and security requirements
- Official matter shall move at the least expensive postage cost
- Private Express Statues (I.e., checks, invoices)



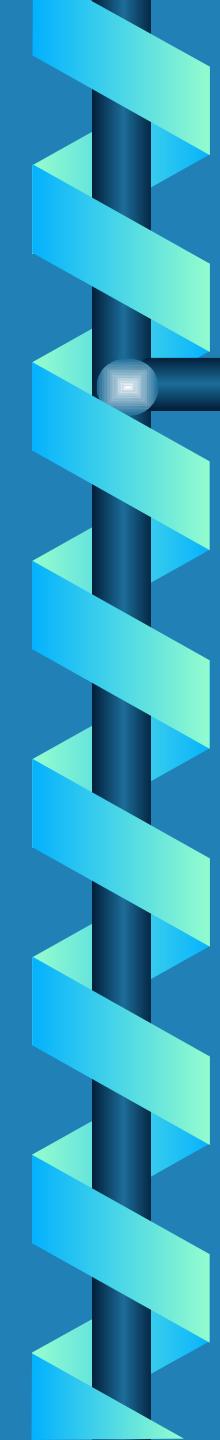
OMCCP POLICIES

- Mail shall be processed to ensure optimum use of personnel, equipment and postage cost.
- Unauthorized use of appropriated funds will not be tolerated
- All policies shall be coordinated with the installation OMM prior to implementation.

UNIT OMM APPOINTMENTS

- OMM - Each command shall appoint an E-7 or above or a DoD civilian (GS-7 or above)
- AOMM - Each command shall appoint an E-6 or above or a DoD civilian (GS-5 or above)
- Appointment letter
- OMM Clerks
- Replacement of OMM





RESPONSIBILITIES OF THE UNIT OMM

- █ Supervise Unit OMCCP
- █ Report Misuses of official mail to your Commanding Officer
- █ Be Accessible to Unit Mailers
- █ Inspect incoming and outgoing official mail (weekly)
- █ Report Violators
- █ Ensure that all postal related items (envelopes, labels) meet DoD and USPS regulations



OFFICIAL MAIL CENTERS

- ⦿ A separate collection point
- Centrally located
- Required Publications
- OMCCP Inspections (Annually)

ENCL (4)

Comments:

Barred: _____

(Ref: DOD 4252.8-M Chap 3, Part 5) _____

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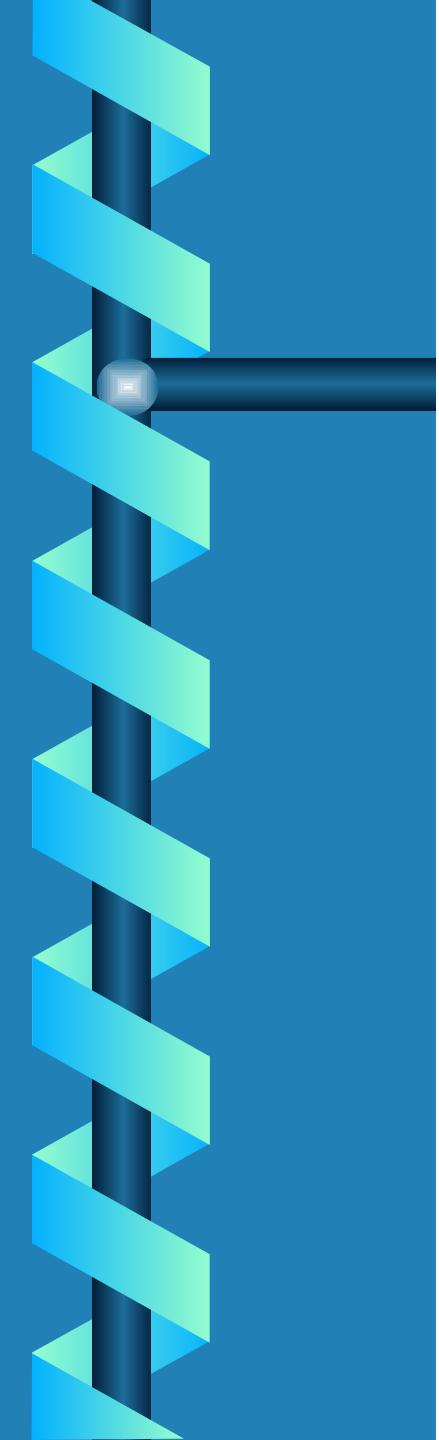
(Ref: DOD 4252.8-M Chap 3, Part 5) _____

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(Ref: DOD 4252.8-M Chap 3, Part 5) _____

(Ref: DOD 4252.8-M Chap 3, Part 5) _____

ENCLOSURE



AMERICAN STATES ENERGY

The executive branch has been deeply divided over the issue of climate change. While some members of the administration support action to combat global warming, others believe that it is not a priority. The White House has been unable to reach a consensus on how to address the issue, and the administration's policies on climate change have been mixed. Some members of the administration support the use of renewable energy sources, while others believe that fossil fuels are the best way to meet energy needs. The administration's policies on climate change have been mixed, with some members supporting action to combat global warming, while others believe that it is not a priority. The White House has been unable to reach a consensus on how to address the issue, and the administration's policies on climate change have been mixed. Some members of the administration support the use of renewable energy sources, while others believe that fossil fuels are the best way to meet energy needs.

RE: HEDD

DATE
2024-09-05

સામન્દરી

3. **Extending the Main Streamline**: Once the extension is complete, the main streamline is extended to include the new segment.

(first date)

5 The *classifications* above were made possible through the following *commissions* of the *International Commission on the
Classification of Fungi*:

Collective Action:

Discrete Lucy #5:

COLLECTIVE ACTION:

DEPARTMENT #1

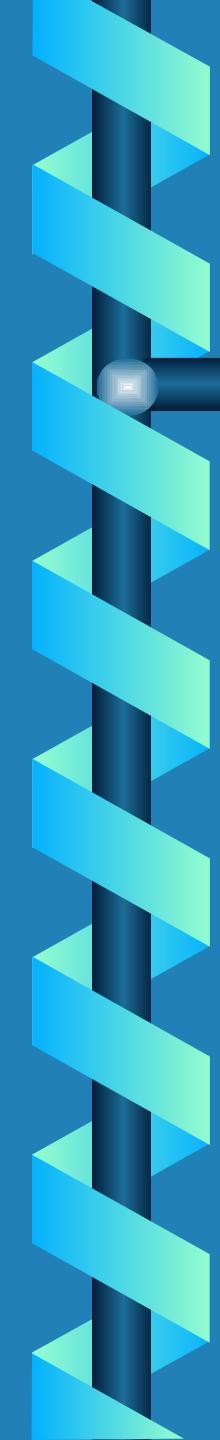
• IELTS INSTITUTE: THE LEADING COLLEGE FOR TEFL TEACHERS IN ASIA PACIFIC

WGI: WICO 2010.0E

ՀԱՅԻ ՀԱՅՈՒԹՅՈՒՆ

To: Martin County Sheriff's Office, Miami-Dade County Sheriff's Office, Broward County Sheriff's Office, and the FBI

DALE
FBI CODE
2040



OMCCP

- Receipt and Delivery of Official Mail
 - Delivered to Authorized Personnel
 - (DD 285, Letter of Authorization)
 - Chain of receipts must be maintained
 - If not deliverable, return to serving post office each day
- Search and seizure
 - All postal laws apply to official matter while it is considered mail



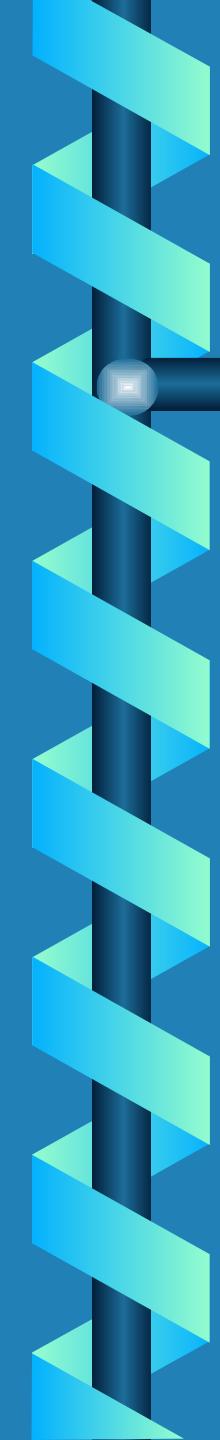
OMCCP

- Training Requirements
 - Conduct an appropriate turn over
 - Attend next available OMM class
 - Annually
- Surveys and tests
 - Conducted to check transit times
 - As directed



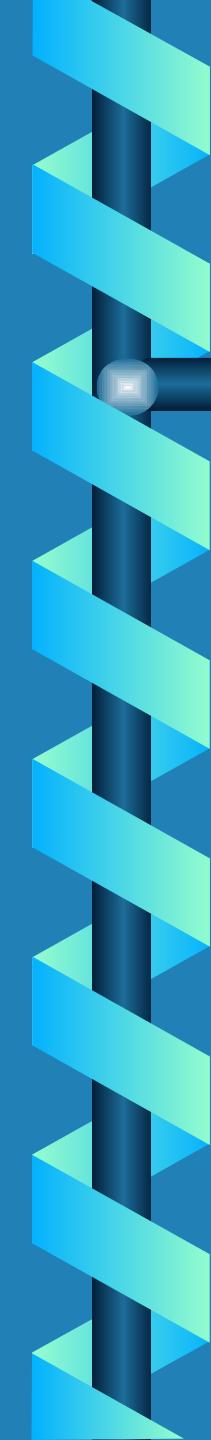
LESSON 2

USE OF OFFICIAL MAIL



AUTHORIZED USE OF OFFICIAL MAIL

- For official government business only
- In Accordance with Interservice Support Agreement (ISA)

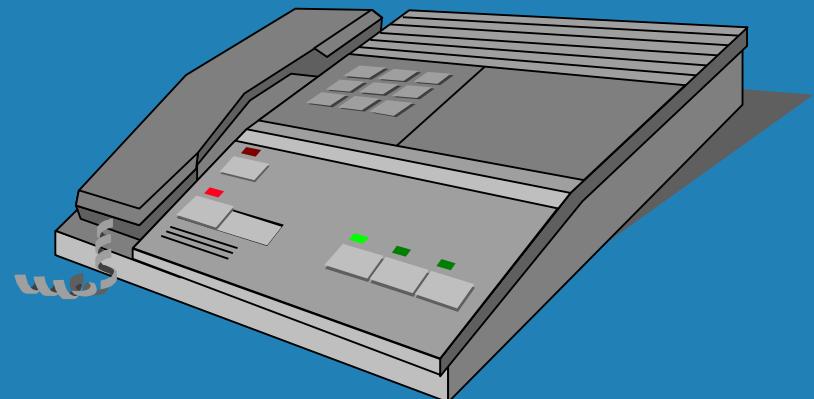


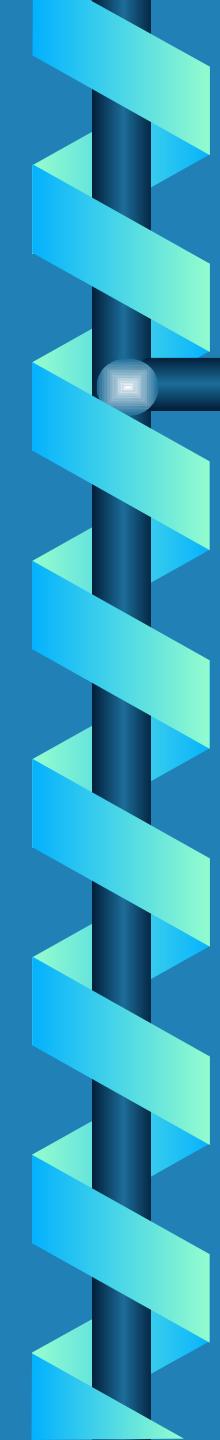
UNAUTHORIZED USE OF OFFICIAL MAIL

- ➊ For private use
- ➋ Matter that is not exclusively government business
- ➋ Personal Items (Christmas cards, tax returns, resumes, and greeting cards)
- ➋ Non-mailable items (Alcohol, explosives, oversize and overweight packages)
- ➋ Dependent school yearbooks, cruise books, and plaques
- ➋ Mailings for private associations (Boy scouts, wives clubs)
- ➋ For mail not bearing a complete and proper address.

ALTERNATIVES TO MAILING

- ⦿ Use USPS only when required by law or least costly to meet RDD
- Other Choices
 - TMO
 - Fax
 - Guard Mail
 - Email
 - Naval Message



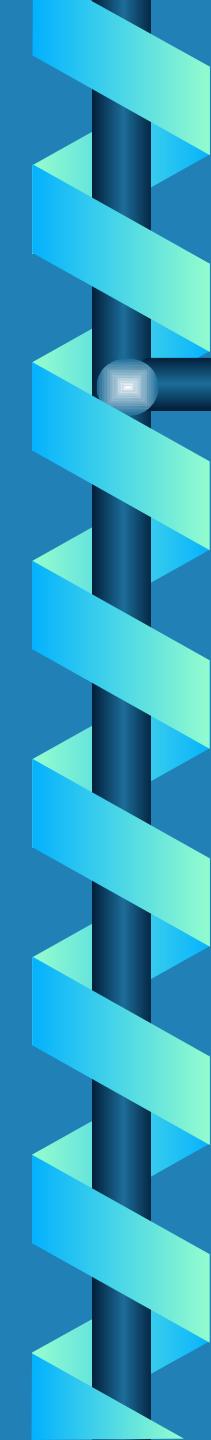


PENALTIES FOR MISUSE OF OFFICIAL MAIL

- Under Title 18, U.S. Code , Chapter 31, Section 641
 - Individuals attempting to utilize appropriated funds can face fines of up to \$10,000 and/or 10 years imprisonment
 - Individuals involved in crimes of theft valuing \$100 or less could face a \$1,000 fine and/or 1 year imprisonment

Lesson 3 Classes of Mail



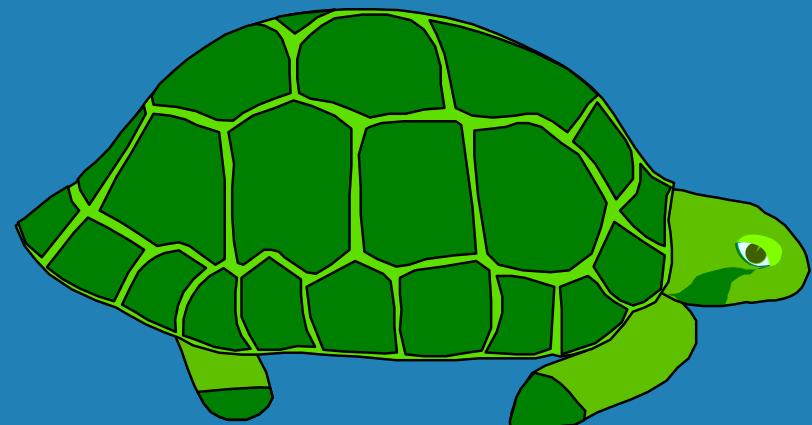


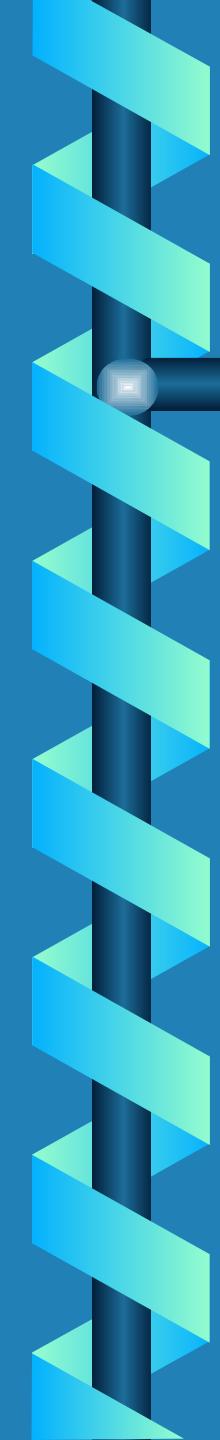
CLASSES OF MAIL

- ➊ First Class Mail - 13 oz or less
- ➋ Priority Mail - First Class mail that is more than 13 oz but not exceeding 70 lbs and 108 inches in length and girth combined.
- ➋ Periodicals - Formerly Second Class
- ➋ Standard (A) - Formerly Third Class
- ➋ Presorted Standard

CLASSES OF MAIL

- Standard (B) - Formerly Fourth class 16 oz to 70lbs and 130 inches in length and girth combined
 - Single Piece Zone Rate (Parcel Post)
 - Book Rate





EXPEDITED MAIL (EXPRESS MAIL)

- ❖ Mission essential only
- Shall not be used for
 - Convenience
 - Correcting admin oversights when adequate time existed
 - Day before a weekend or holiday

Comparison of FEDEX Rates Vice USPS

USPS

NEXT DAY BY 1200

- 2 LBS \$15.75
- 5 LBS \$24.00
- 14 LBS \$39.40

SHIP UP TO 70
LBS

FEDEX

NEXT DAY BY 1000

- 2 LBS \$3.57
- 5 LBS \$4.17
- 14 LBS \$10.32

SHIP UP TO 150
LBS



AT THIS TIME
TAKE A TEN MINUTE
BREAK!!

LESSON 1

SPECIAL POSTAL SERVICES

REGISTERED
123 456 789

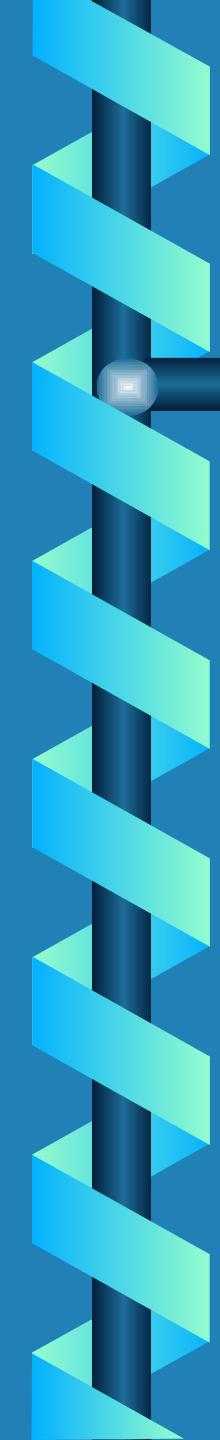
INSURED
123 456 789

CERTIFIED
123 456 789

RETURN RECEIPT
FOR MERCHANDISE
123 456 789

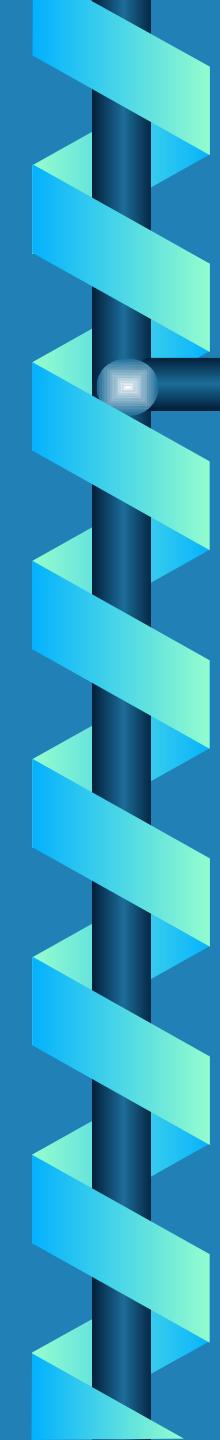
REGISTERED MAIL

- The securest method of Mailing
- Costly
- Slower due to unbroken chain of receipts
- Examples
 - Government owned firearms
 - Calibration equipment
 - Classified material
 - Material required by law, DOD instruction or federal directive



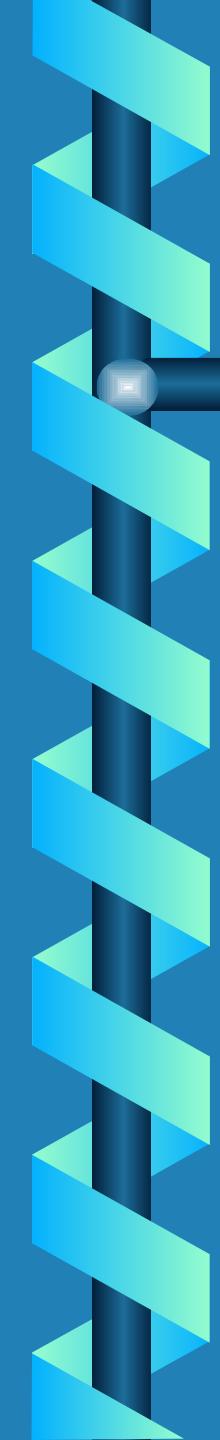
CERTIFIED MAIL

- Provides evidence of mailing and record of delivery (at First Class Rate)
- Examples
 - Controlled test material
 - Legal documents required by law
 - Material required by law, DOD instruction or federal directive



INSURED MAIL

- Normally not used
- Material required by law, DOD instruction or federal directive



OTHER SERVICES

- Return Receipt for Merchandise
- Restricted Delivery
- Special Handling/ Special Delivery- not authorized for Official Mail

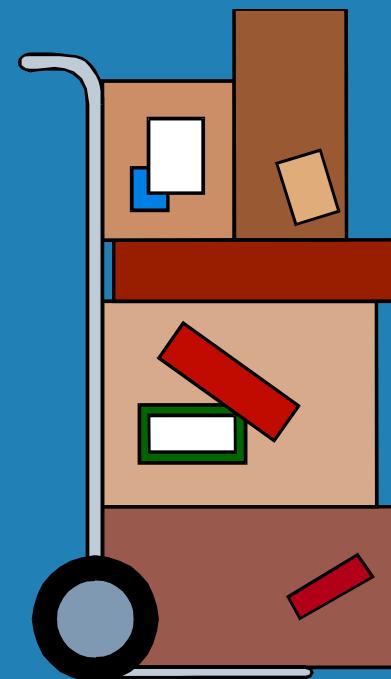


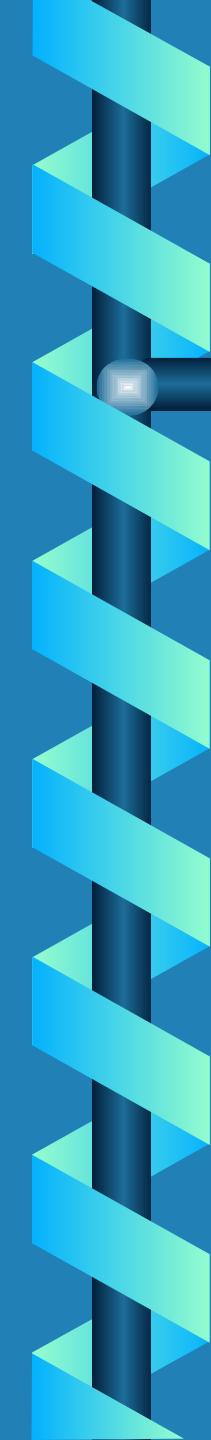
OTHER SERVICES

- Certificate of Mailing - Provides proof of mailing at serving Post Office
- Return Receipts - Provides evidence of delivery
 - DD 3811 - used for off base addresses
 - NAVMC 941- used for DOD addresses

LESSON 5

MISCELLANEOUS MAILINGS





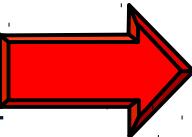
MISCELLANEOUS MAILINGS

- ⦿ Presort Mail Services
- Merchandise Return Services
- Courtesy Reply Mail
- Business Reply Mail

Sample BRM 1oz Envelope

RETURN
ADDRESS

FIM

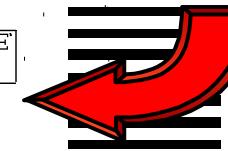


CANADA POST
PO BOX 5000
1500 BANK
COTTAGE ST
OTTAWA ON K1A 0L2
CANADA

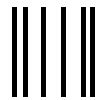
POSTAGE WILL BE PAID BY ADDRESSEE

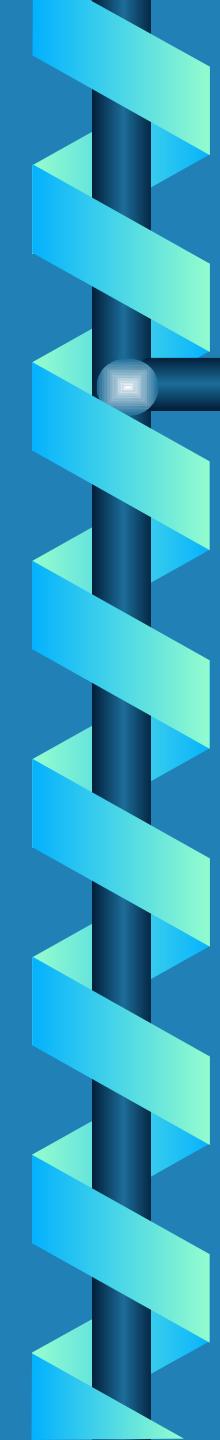
NAME
JIM MASSAD-TEHRAN
ADDRESS

POST NET BARCODE



UNITED STATES MAIL
THE MAIL
GALINER
NECESSARY
POSTAGE





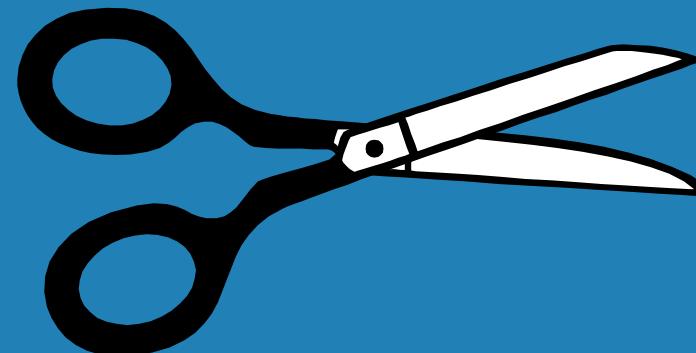
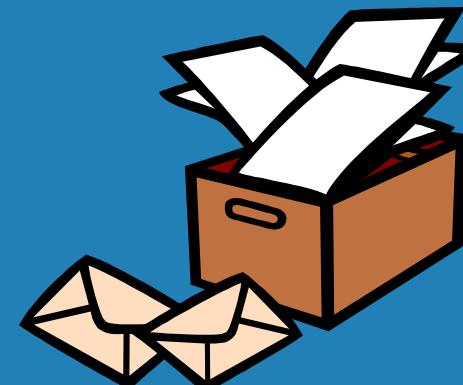
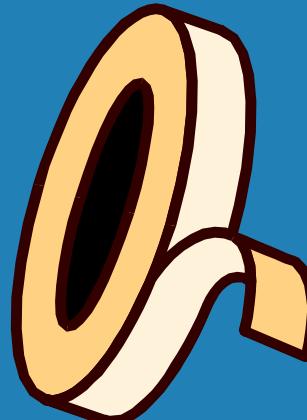
MISCELLANEOUS MAILINGS

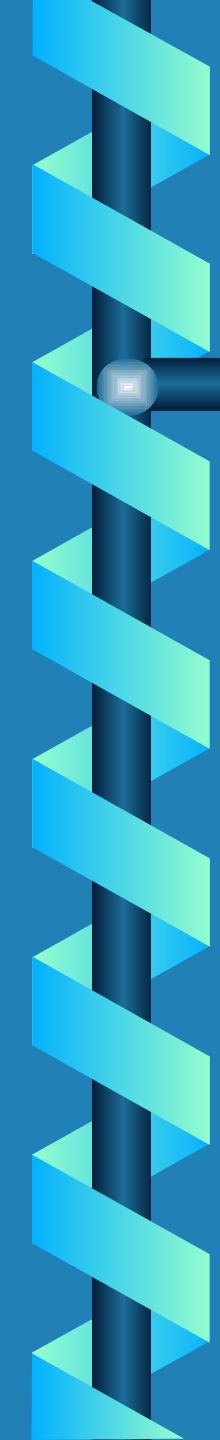
- Military Ordinary Mail
- State Department Pouch
- International Mail
- Parcel Airlift (PAL) and Space Available Mail (SAM) not authorized for Official Mail

LESSON 6

OFFICIAL MAIL

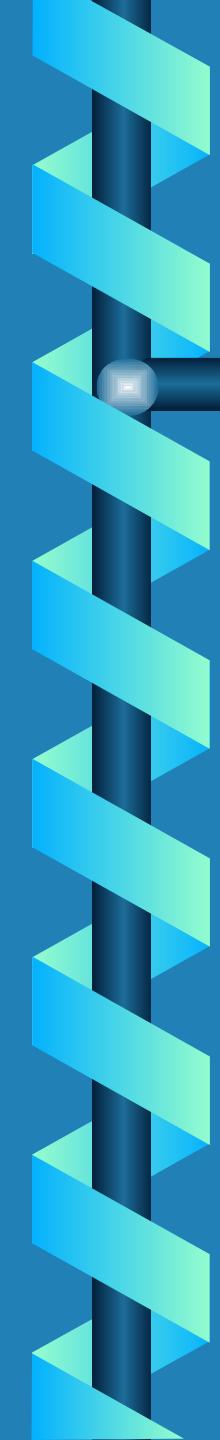
PREPARATION





OFFICIAL MAIL PREPARATION

- ⦿ Mail shall meet USPS regulation
 - Consolidate mail
 - Packaging preparation
 - Good sturdy condition
 - Small as Possible
 - Adequate cushioning
 - Tape (Fiber, Paper, Duct)
 - Masking and Cellophane not authorized
 - Appropriate sized envelopes (Surcharge)



ADDRESS GUIDELINES

- Type-Written or computer generated
- **UPPER CASE LETTERS**
- No punctuation preferred
- Print size 10 to 12 point
- Block type fonts (No Script or Italic Style fonts)
- Complete official mailing address for both return and forwarding address



ADDRESS GUIDELINES

- ⦿ Left justified
- Two letter state abbreviation
- Guard Mail system will be used for Camp Lejeune, MCAS New River and Cherry Point
- No rubber stamp impressions
- Handwritten addresses allowed if unit is in the field or on deployment

ADDRESS FORMAT

- Official Mail address format

COMMANDING OFFICER

ATTN OMM

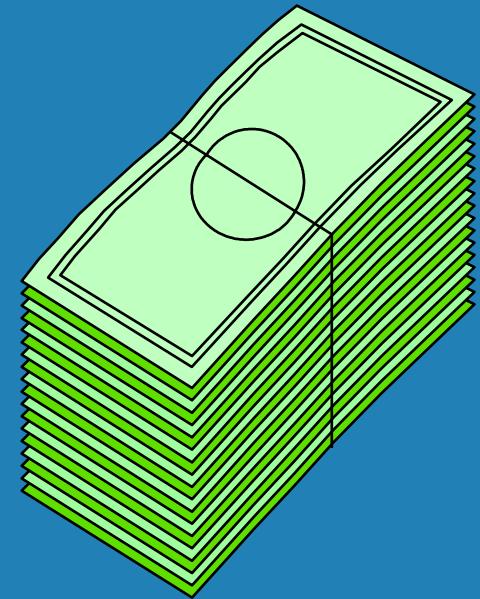
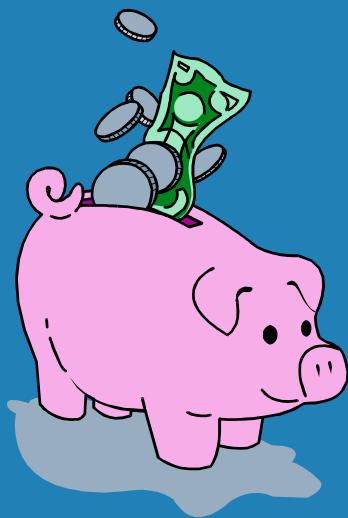
1ST BN 8TH MAR

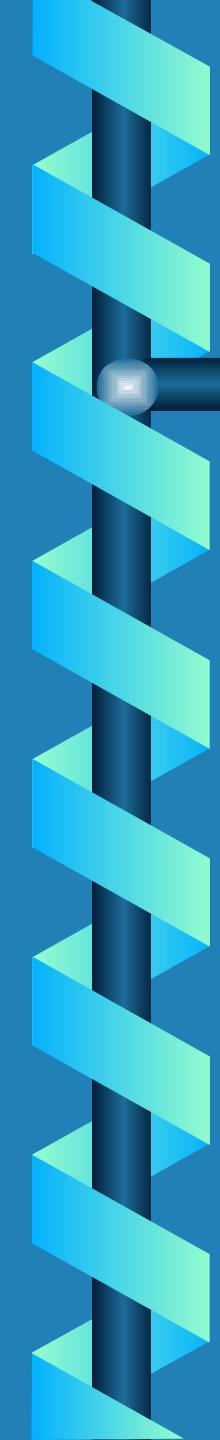
PSC BOX 20102

CAMP LEJEUNE NC 28542-0102

LESSON 7

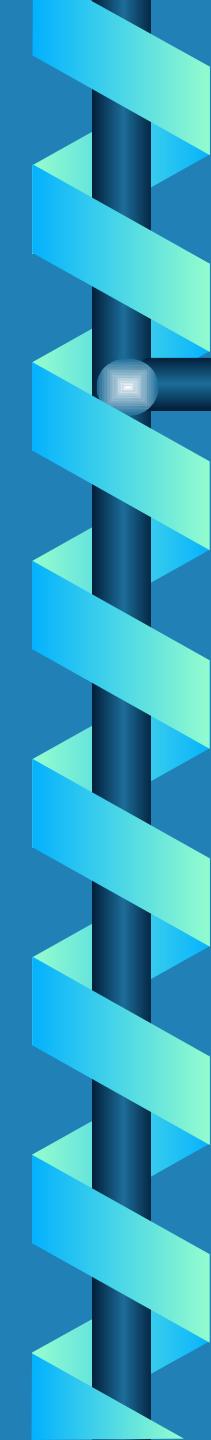
COST SAVING TIPS





COST SAVING TIPS

- ➊ Train personnel on proper preparation of mail
- ➋ Ask questions about the item being mailed
 - Will mission fail if item not mailed by fastest means possible?
 - Will recipient be present to accept item?
- ➌ Limit use of Special Services
- ➍ Report mail violations



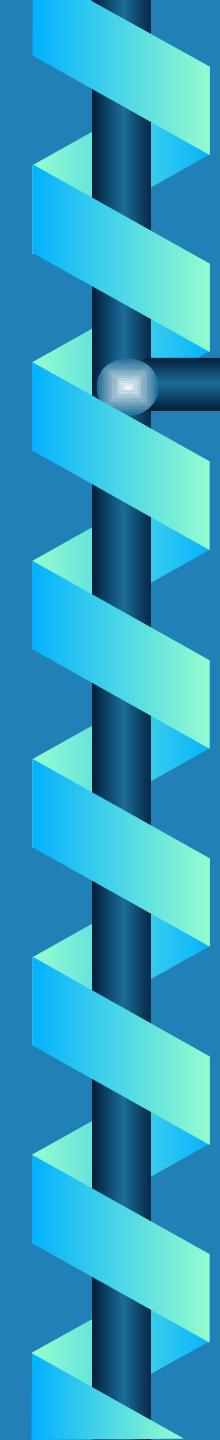
COST SAVING TIPS

- ✿ Use standard size envelopes whenever possible
- Monitor mail practices to ensure mail is being sent by most economical means
- Use Zip+4, presorted standard and other discounts
- Reduce the frequency and volume of mailings



COST SAVING TIPS

- ➊ Update and verify mailing lists
- ➋ Consolidate mailings to common addresses
- ➋ Consider microfiche, microfilm, CD roms, electronic transfer and disks as alternatives to mailing
- ➋ Print on both sides of the paper
- ➋ Use electronic fund transfers vice mailing government checks



COST SAVING TIPS

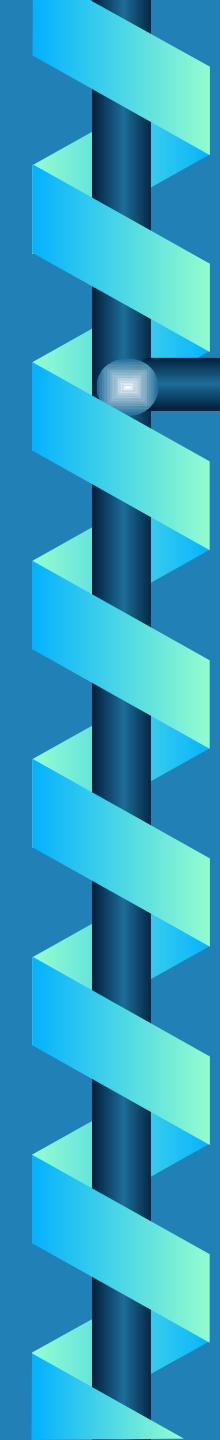
- ⦿ Use cheaper method of transporting the message or item
- Use computer output formats that make maximum use of print space

LESSON 8

KVN SUPPORT



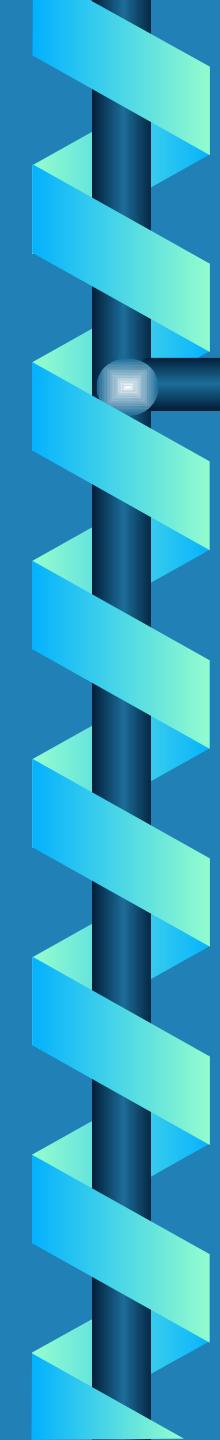
We are here
to help
make your
job a little
easier.



GENERAL REQUIREMENTS

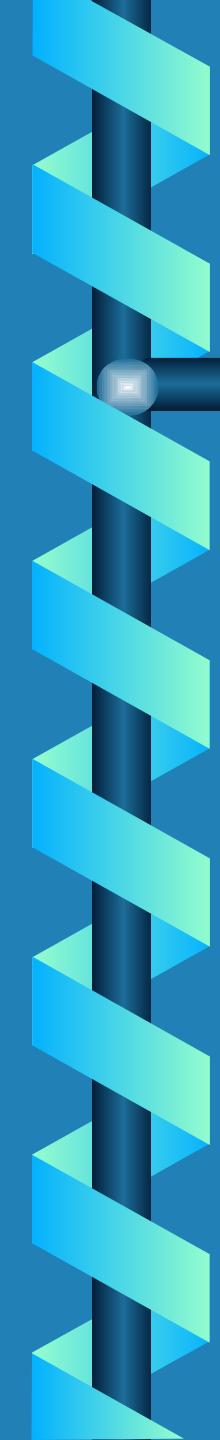
Basic information contained in KVN newsletter

- ⦿ Message from Commanding Officer chaplain etc
- Unit readiness information
- Contacts for deployed Marine spouses (Red Cross, Navy Relief unit hot line numbers)



GENERAL REQUIREMENTS

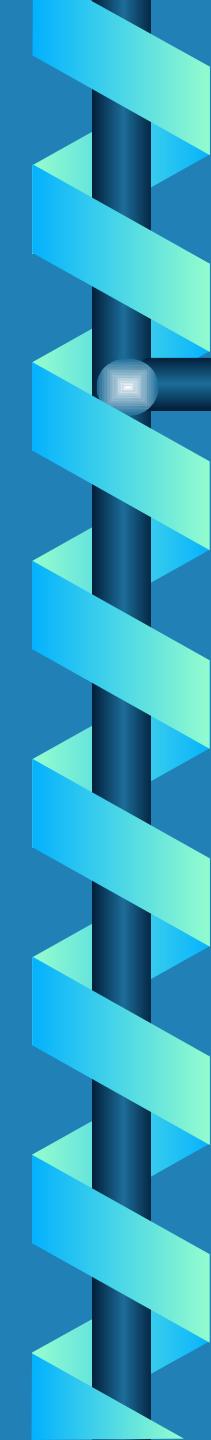
- ↳ Updates on programs and services in community and on base
- ↳ Frequently asked questions and answers for key volunteers



GENERAL REQUIREMENTS

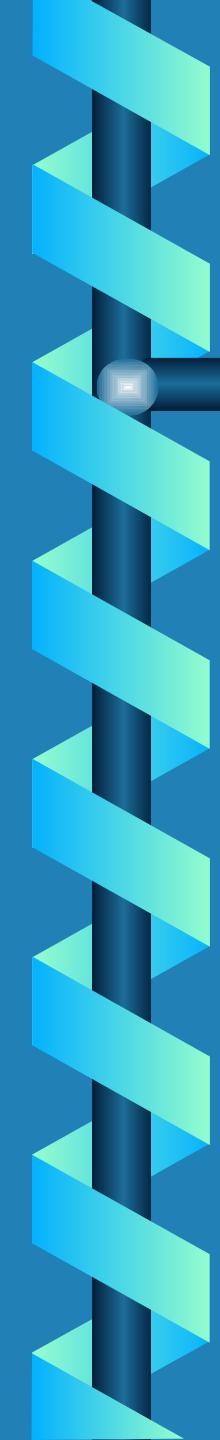
Items not to include in newsletters

- ➊ Fundraising activities
- ➋ Local advertisements
- ➋ Greeting cards, Christmas cards
- ➋ Puzzles, cartoons, connect the dots
- ➋ Cookies, cakes and candies
- ➋ Most items bought with private funds



GENERAL REQUIREMENTS

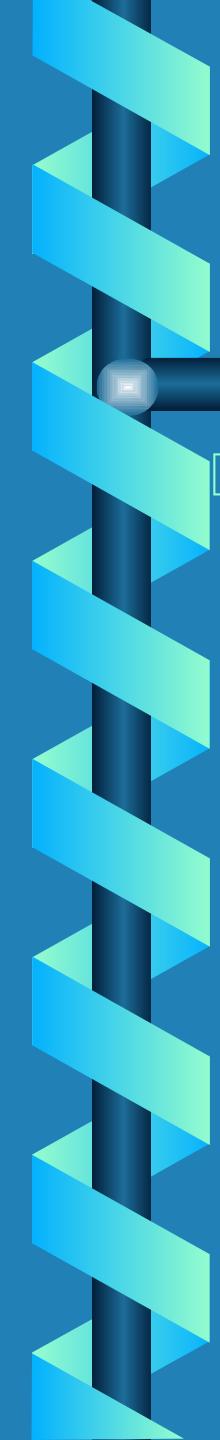
- ⦿ All addresses may be typed or mechanically printed in upper or lower case letters (Upper case preferred)
- ⦿ The address must include the correct zip+4 code, or the correct 5-digit zip code
- ⦿ First class postage will be applied to each piece of mailings under 400 pieces
- ⦿ If over 400 pieces contact the Main Post Office



PREPARATION



COMMANDING OFFICER
ATTN: KEY VOLUNTEERS
3RD BN 10TH MAR
PSC BOX 20108
CAMP LEJEUNE, NC 28542-0108



PREPARATION

- Place in three categories
 - Local- 28540-1, 28543-28546
 - On base- 28542-28547
 - Out of town



PREPARATION

- Mailings of 400 or less sent at First Class rate
 - Faster
 - Recommended be Identical in size and weight
 - Will be returned if undeliverable
 - Will be forwarded if address is on file
 - Flyers will be sent in envelope
 - Requires minimal sorting

Endorsement

COMMANDING OFFICER
ATTN: KEY VOLUNTEERS
3RD BN 10TH MAR
PSC BOX 20108
CAMP LEJEUNE, NC 28542-0108

JAMES A MARTIN
123 RIDGEWOOD DR
JACKSONVILLE, NC. 28540



PREPARATION

- Envelopes with the unit's return address can be special ordered from servmart
- Units in garrison status are recommended to mail their KVN newsletters on a quarterly basis.
- Unit or parts of a unit that are deployed can be mailed monthly
- Update Mailing lists

CONSOLIDATED POSTAL SYSTEM

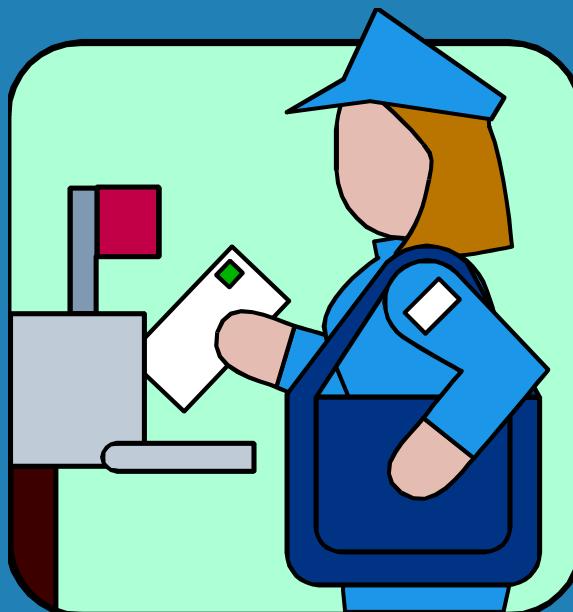


PLEASE FEEL FREE
TO CONTACT US
AT ANY TIME. NO
PROBLEM IS TOO
GREAT THAT WE
CAN'T SOLVE

TOGETHER!!!!

LESSON 9

PRESORTED STANDARD MAIL

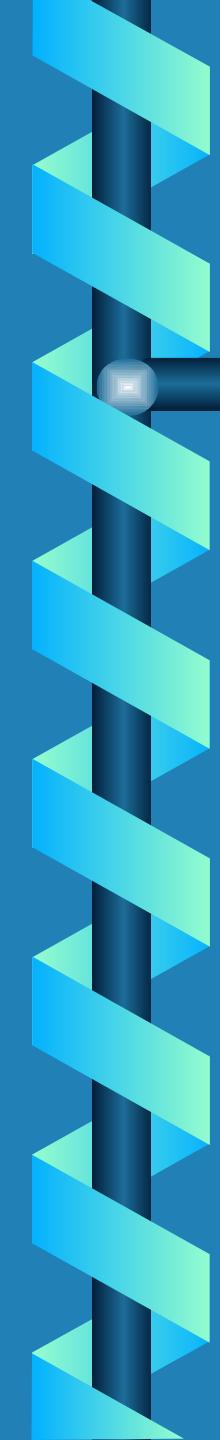




PRESORTED STANDARD

EXAMPLES

- ⦿ Key volunteer network newsletter
- Invitations to Change of Command Ceremonies
- Notification to reservists of upcoming drill training
- Family service related newsletters
- Housing bulletins



PRESORTED STANDARD

- Contact Official Mail section prior to preparing large mailings for questions
- └ General Requirements
 - Large volume mailings 400 pieces or more
 - Dropped off at Main Post Office by 1100
 - Addressed must be typed or mechanically printed on envelope or label
 - Must include correct 5 digit Zip and/or Zip+4

PRESORTED STANDARD

- Endorsement must be placed in upper right hand corner
- Strongly recommend endorsement be applied during printing process
- All mailing lists are required to be certified on an annual basis

PRSRT STD
POSTAGE AND FEES PAID
JACKSONVILLE NC
PERMIT 150



PRESORTED STANDARD

➊ Preparation

For mail with same 5 digit zip code

- Bundle 10 or more pieces but not more than 4 inches thick
- Label each bundle with a red “D” sticker in the lower left hand corner of the top piece.

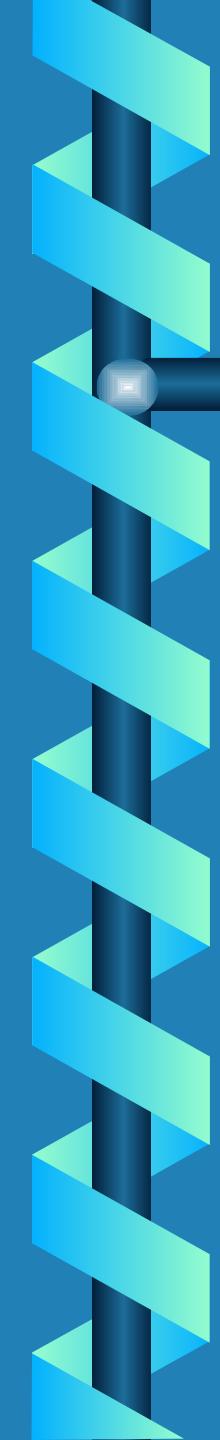


PRESORTED STANDARD

I Preparation

For mail with same 3 digit zip code

- Bundle 10 or more pieces but not more than 4 inches thick
- Label each bundle with a green “3” sticker in the lower left hand corner of the top piece.



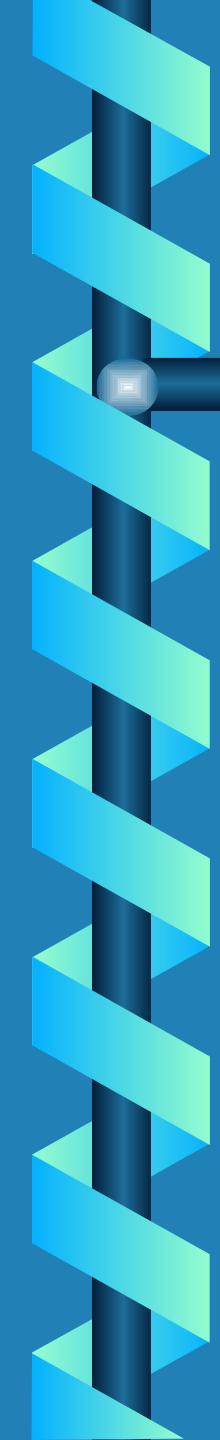
PRESORTED STANDARD

Consolidate remaining 3 digits into
“ADC”

- Use L004 and first 3 digits of zip code.
- Bundle 10 or more pieces
- Place a Pink “ADC” on the bundle
- Remaining envelopes bundle them and place brown “MIXED” sticker on the bundle

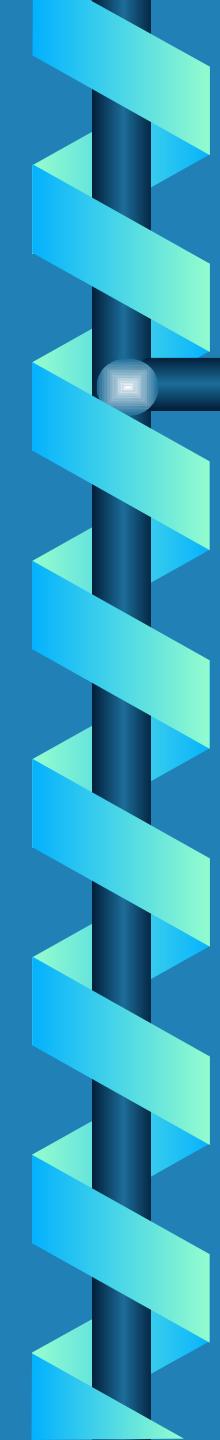
REVIEW





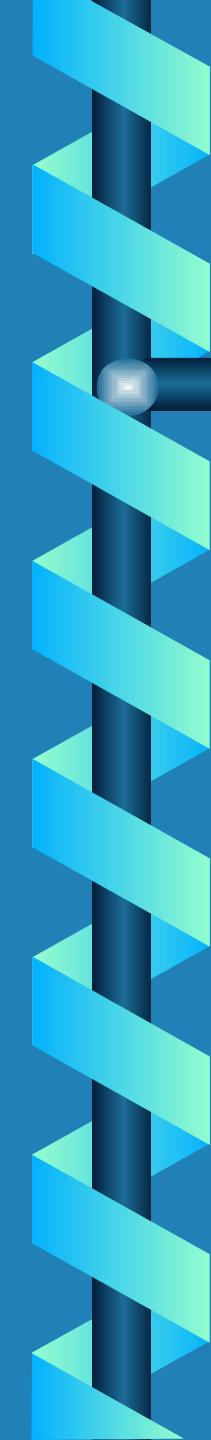
REVIEW

- Official Mail Cost Control Program
 - DoD created to monitor and control mail costs
 - Unauthorized use of appropriated funds not tolerated
 - Policies shall be coordinated with Installation OMM prior to implementation



REVIEW

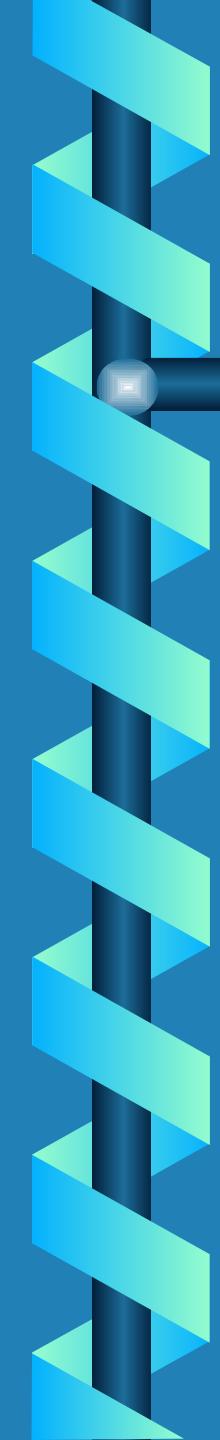
- Official Mail is matter that is exclusively used for government business
- Unauthorized Uses
 - Private Use
 - Placques
 - Christmas Cards



REVIEW

❖ Classes of Mail

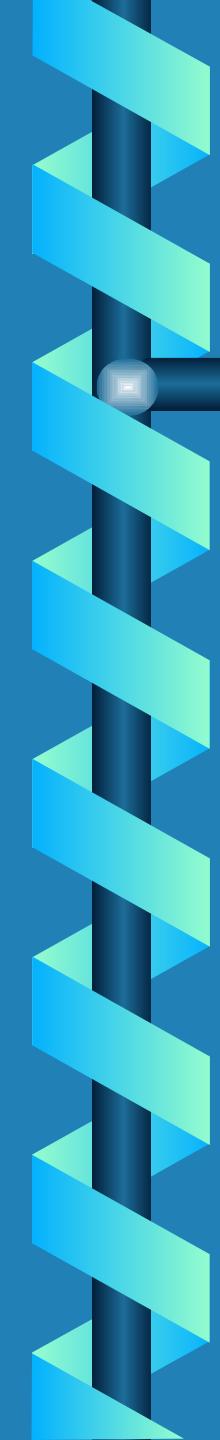
- First Class - 13oz or less
- Priority Mail - First Class 14oz to 70 lbs
- Periodicals - Newspapers and magazines
- Standard A - 16oz or less (Presorted Standard)
- Standard B - Formerly 4th Class 16oz to 70lbs



REVIEW

❖ Special Services

- Registered Mail - most secure but slow and costly
- Certified Mail - Provides evidence of mailing
- Insured Mail - Government is insured (only if necessary)
- Return Receipt for Merchandise - Return Receipt service for the classes of mail



REVIEW

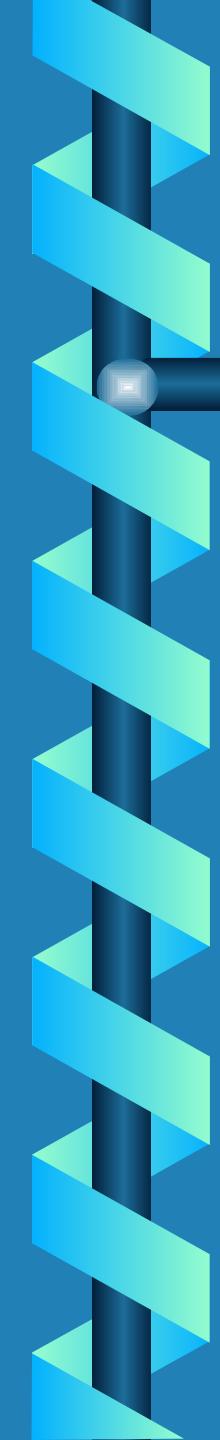
☀ Special Services (cont)

- Return receipt - used with other services for evidence of delivery
- Certificate of Mailing - Free and provides proof of mailing
- Restricted Delivery - when **only** **addressee** is required to pick article up.

REVIEW

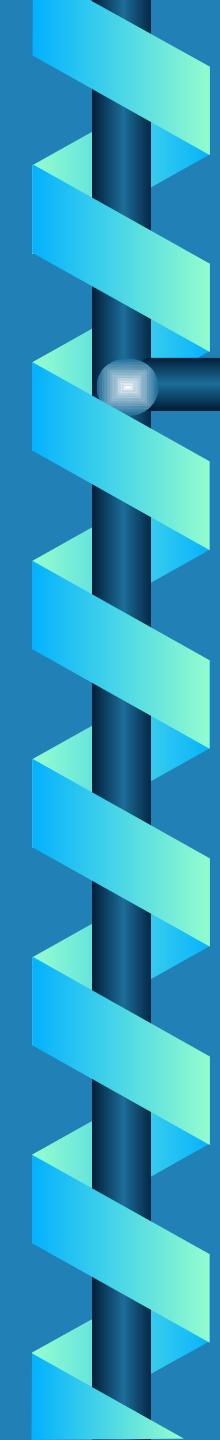
● Miscellaneous Mailings

- Presort Mail Services - Available for First Class, standard A and B mailings at a discount
- Business Reply Mail and Merchandise Return service - When return response is required from the addressee
- Courtesy Reply Mail - Same as Business Reply but addressee pays the postage
- State Department Pouch, Military Ordinary Mail and International Mail



REVIEW

- **Official Mail Preparation**
 - Shall meet USPS regulations
 - Addresses type written or computer generated
 - **UPPER CASE LETTERS**
 - Consolidation



REVIEW

Cost Saving Tips

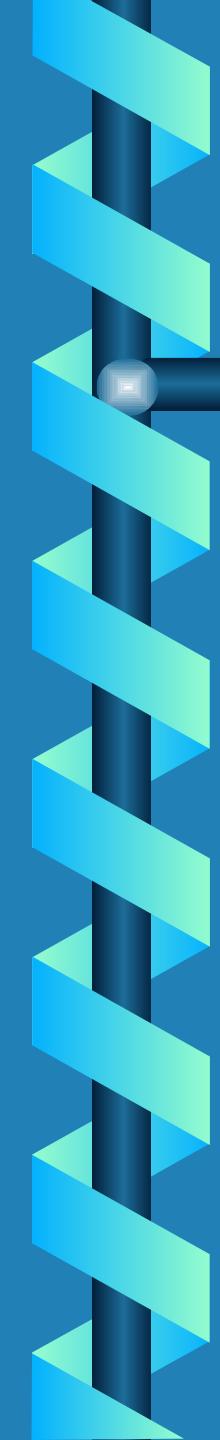
- Use standard letter size envelopes
- Use Consolidated mail whenever possible
- Verify and Update mailing lists
- Fax CDs and disks are alternatives to mailing



REVIEW

■ Presort Standard Mail

- Used for large volume mailings (400 or more)
 - Key volunteer newsletters
 - Invitations to change of command Ceremonies
 - Family Service Related Newsletters



THIS CONCLUDES YOUR
MOTIVATIONAL CLASS
FOR
OFFICIAL MAIL
MANAGERS